

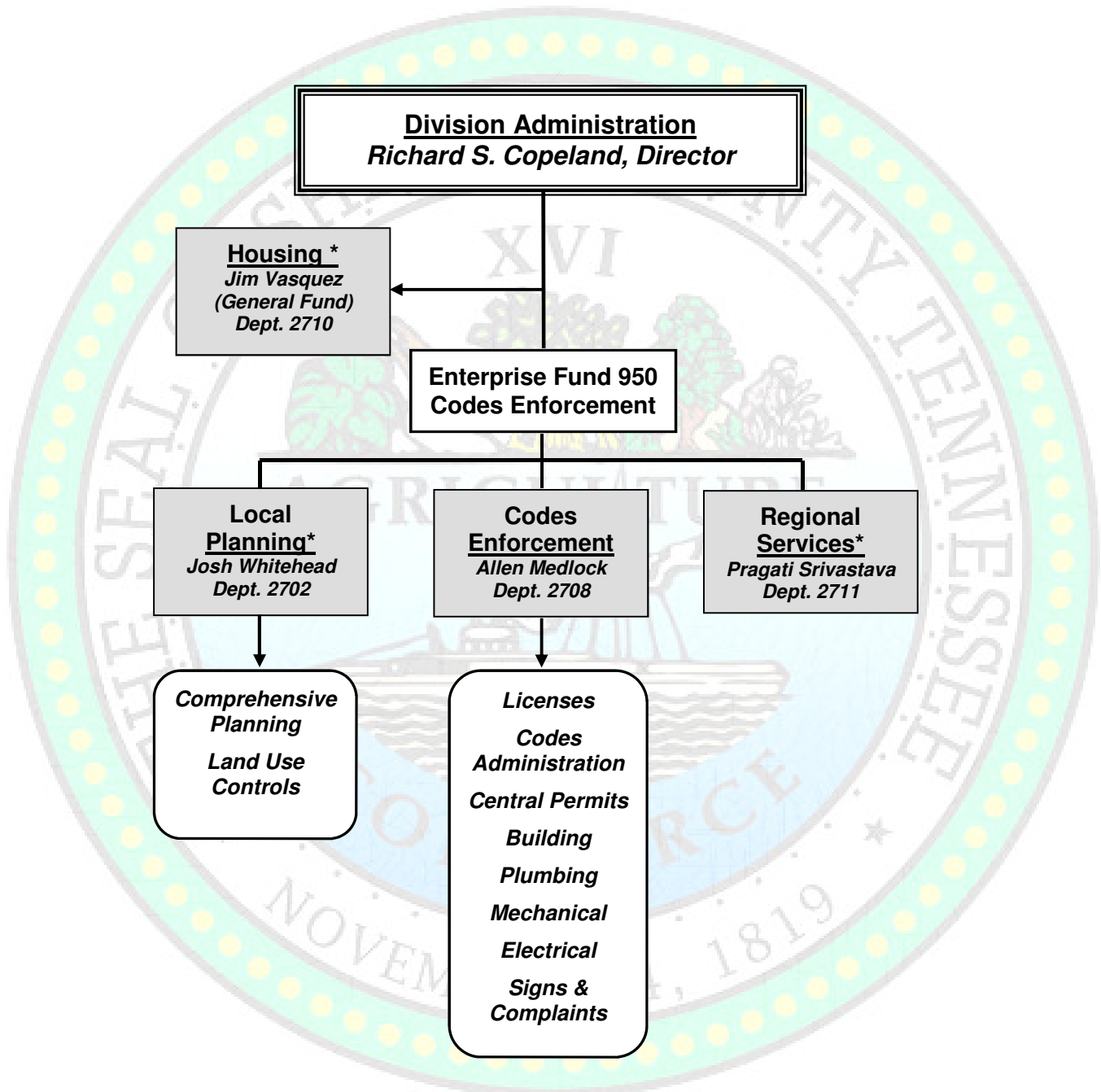
DIVISION OF PLANNING & DEVELOPMENT



FY17 ADOPTED BUDGET

PLANNING & DEVELOPMENT

Division Organizational Chart by Program



** NOTE: These departments also manage programs that are funded by grants.*

Division Overview for FY17

Planning and Development



DIVISION MISSION STATEMENT:

Planning and Development is a joint agency serving both the City of Memphis and Shelby County with the mission of developing plans and programs that will result in thriving, livable neighborhoods, better job opportunities, enhanced human potential, and safe and efficient buildings. The Division supports the following County goals:



Protect and Promote Public Safety

[2-g] Ensure the safety of public buildings and neighborhoods through enforcement of construction code and zoning regulations.



Protect and Promote Environmental Quality

[4-a] Provide and support programs that protect natural resources and promote a livable environment.

[4-b] Develop and implement programs and policies that promote regional sustainability for air and water quality.

[4-c] Enforce or strengthen local codes and ordinances that regulate maintenance of structures, lots and land use to preserve the quality of neighborhoods and prevent blight.



Promote Economic Development and a Healthy Economy

[5-b] Strengthen partnerships with other municipal, state and federal governments to develop cooperation and mutual support in economic development and neighborhood revitalization efforts.

[5-d] Coordinate agency programs that address issues of poverty and economic/ housing insecurity within the county.

DEPARTMENTAL MISSION/GOALS:

The strategic goals of the division are achieved through the following departmental structure:

2710 Housing [General Fund] – To create affordable housing and housing rehabilitation assistance and other projects that directly benefit low-income residents within the Shelby County Urban County designation. Provides down payment assistance to low to moderate income homebuyers and oversees Fair Housing Act programs, referrals, and discrimination complaints. Executes grant initiatives such as the Community Development Block Grant Funds, HOME Entitlement Grant Funds, and the Lead Based Paint Hazard Control Grant.

2701 Director – To provide fiscal oversight in managing the budget and human resources of the division and efficiently directing resources to fulfill the division mission. Promotes sustainability through planning and projects focused on efficient and resilient practices related to energy efficiency, recycling and waste, planning and green space, transportation and environmental quality.

2702 Local Planning – To provide local and regional planning and use of land that will enhance the quality of life for all age groups. Provide impact studies for growth and development of the geographic topography of the City and County; a conduit for Community Redevelopment funding and activities; and assists in proposed Zoning and Subdivision Regulation legislation.

2708 Codes Enforcement – To provide a safe and secure environment through the enforcement and administration of Construction Code standards and zoning regulations. Issues and maintains contractor eligibility for building, plumbing, mechanical, and electrical permits and licenses. Performs inspections and reviews construction plans and projects to ensure compliance with code regulations.

Division Overview for FY17

2711 Regional Services – To encourage and promote the development of a balanced, efficient and affordable regional transportation system to meet the needs of people and goods moving within and through the region, while minimizing the effects of transportation-related air pollution. Develops and maintains long-range economically sound and environmentally safe multimodal transportation plans and networks for people and goods. Programs federal transportation allocated to the region.

SERVICE LEVEL MEASUREMENTS:

		FY14 Actual	FY15 Actual	FY16 Estimates
Housing				
	Approved Down Payment Assistance Loans	117	140	168
	Lead Hazard Reduction Units Assisted	27	70	55
	Low Income Homeowner Rehabilitations	48	35	35
	Outreach Conferences/Workshops/Seminars	360	120	120
Local Planning & Growth				
	# of Land Use Cases	198	220	264
Building Permits				
	# of Residential Building Permits Issued	3760	4236	3733
	# of Commercial Building Permits Issued	2743	3069	2753
	Average # of Permits per Inspector	1201	1300	1043



The Construction Codes Building is located at 6465 Mullins Station Rd., Memphis, TN 38134. It houses Code Enforcement inspectors and some of the Land Use, Zoning, and Planning staff.

**FY17 Budget Highlights****BUDGETARY ISSUES/TRENDS:**

The Codes Enforcement Fund is an Enterprise Fund dependent on revenue generated from services. The impact of the recession on construction resulted in a significant reduction in workforce and fund balance. The economic recovery may require additional staffing in the future to ensure an adequate response time and to generate revenue. Fund balance has also been impacted by a GAAP accounting rule that now requires that OPEB obligations to be recorded for enterprise funds.

REVENUE SOURCES:

- Codes Enforcement is supported by fees, licenses, and permits generated by services provided and inspections performed. The revenue structure is evaluated periodically to evaluate potential increases or to identify opportunities for enhanced enforcement operations.
- The City of Memphis and the County share equally in providing any additional financial support as needed to sustain operations.

CODES ENFORCEMENT FUND 950

<u>Codes Enforcement</u>	<u>FY15 Actual</u>	<u>FY16 Amended</u>	<u>FY17 Adopted</u>	<u>FY17-16 Var</u>
Revenue	(9,809,406)	(9,426,450)	(9,468,250)	(41,800)
Total Personnel	7,664,090	8,795,668	9,000,569	204,901
O&M	1,084,921	1,763,593	1,601,591	(162,002)
Transfer to Grants	331,925	367,189	366,090	(1,099)
Transfer from General Fund	(1,399,844)	(1,500,000)	(1,500,000)	-
Net Operations	(2,128,314)	-	-	-
FTE Count	116.0	116.0	116.0	-

CHANGES IN MAJOR CATEGORIES:

- **Revenues:** Codes Enforcement Fund includes City/County contribution of \$1.5 million each. Primary revenue source of Fees & Permits shows no growth projected for FY17. Prior year collections reflect non-recurring revenue sources (Bass Pro, Electrolux, etc.)
- **Salaries:** Codes FTE count unchanged at 116 positions.
- **O&M:** FY17 personnel increase due to 2% raise and fringe, offset by O&M reduction to balance fund.

GRANT FUNDS – account for 50% of Division operations. FY17 grant funding is \$9.7 million, a reduction of \$8 million from prior year:

- The CDBG (Community Development Block Grant) Disaster Recovery grant (\$4.6M) ends in FY16.
- Lead Based Paint grant reduced by \$500,000 to \$1.1 million
- Tennessee Disaster grant ended in FY16 - \$1 million
- The remaining grant reductions (\$1.3 million) are due to more accurately reflect prior year actual activities.
- FTE count for grants is 24 positions

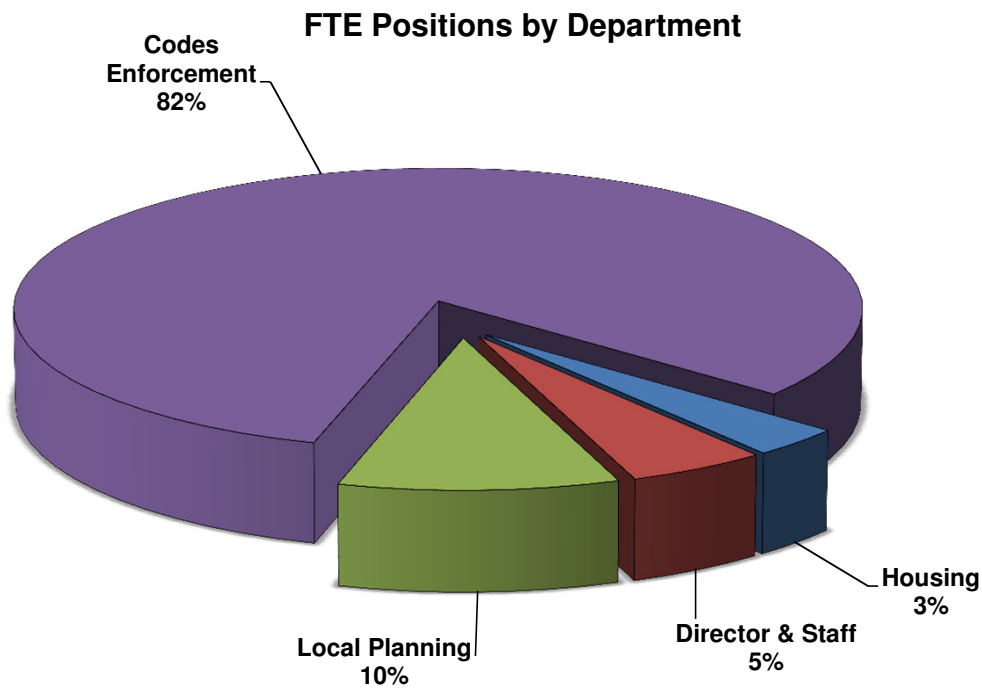
GENERAL FUND – accounts for only 2% of Division operations. FTE count reduced from 5 to 4 as a result of transferring one position from General Fund to a grant, with a corresponding reduction to salary reimbursement. No other significant changes.

FTE Position Count Planning & Development

All Funds

Fund	Dept	Dept Description	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Adopted	FY16-17 Change
GENERAL FUND								
010	2710	Housing	5.0	5.0	5.0	5.0	4.0 ^a	(1.0)
TOTAL POSITIONS - GENERAL FUND			5.0	5.0	5.0	5.0	4.0	(1.0)
ENTERPRISE FUND								
950	2701	Director & Staff	7.0	6.0	6.0	6.0	6.0	-
950	2702	Local Planning	11.0	12.0	12.0	12.0	12.0	-
950	2708	Codes Enforcement	99.0	98.0	98.0	98.0	98.0	-
TOTAL POSITIONS - ENTERPRISE FUND			117.0	116.0	116.0	116.0	116.0	-
GRANT FUNDS			24.0	24.0	24.0	23.0	24.0	1.0
TOTAL POSITIONS - ALL FUNDS			146.0	145.0	145.0	144.0	144.0	-

a) Moved one (1) position from General Fund to Grant Fund #228, with offsetting changes to salary reimbursements



Prime Accounts Planning & Development

All Funds

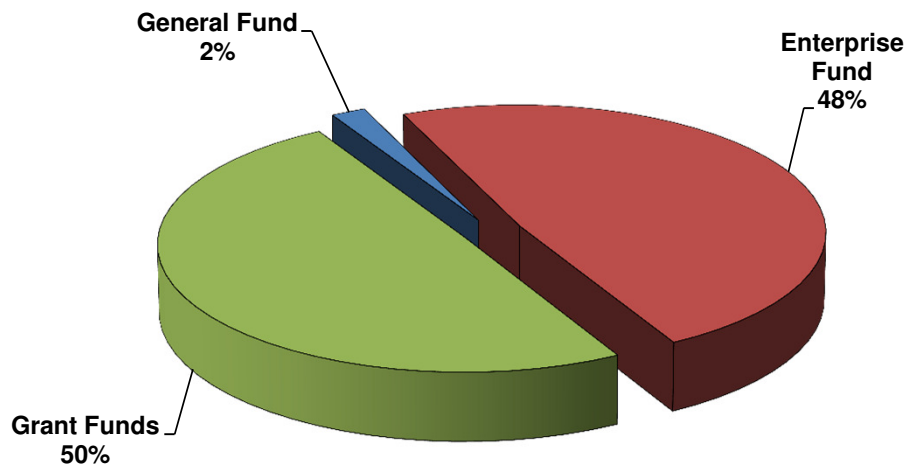
Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
43 - Intergovernmental Revenues-State of		(1,495,089)	(2,551,660)	(2,129,396)	(3,659,885)	(3,146,930)
44 - Intergovernmental Revenues-Federal &		(5,259,234)	(6,902,779)	(7,206,237)	(14,870,605)	(7,589,463)
45 - Charges for Services		(11,460)	(8,498)	(14,310)	(11,450)	(18,450)
46 - Fines, Fees & Permits		(8,483,494)	(8,110,054)	(8,459,759)	(8,384,374)	(8,230,477)
47 - Other Revenue		(2,120,010)	(161,095)	(237,685)	(340,000)	(145,000)
48 - Investment Income		(105,403)	(105,117)	(104,104)	(45,000)	(49,800)
Revenue		(17,474,690)	(17,839,202)	(18,151,492)	(27,311,314)	(19,180,120)
51 - Salaries-Regular Pay		7,070,464	6,957,793	7,267,792	7,850,735	8,007,763
52 - Salaries-Other Compensation		19,582	19,137	17,314	152,838	92,838
55 - Fringe Benefits		2,854,466	2,790,324	2,209,827	2,898,192	3,083,799
56 - Vacancy Savings		0	0	0	(44,763)	(44,763)
Salaries & Fringe Benefits		9,944,512	9,767,255	9,494,933	10,857,002	11,139,637
60 - Supplies & Materials		146,980	147,548	131,364	425,186	263,433
64 - Services & Other Expenses		3,140,842	2,234,685	2,570,920	4,465,005	3,026,822
66 - Professional & Contracted Services		2,422,709	3,691,106	3,079,967	8,479,189	5,973,723
67 - Rent, Utilities & Maintenance		120,588	78,861	61,012	121,890	74,090
68 - Interfund Services		1,004,967	951,558	1,017,422	1,228,265	1,339,730
70 - Capital Asset Acquisitions		209,154	174,466	208,650	272,000	370,000
79 - Depreciation Expense		(55,466)	(31,466)	(95,392)	0	0
Operating & Maintenance		6,989,773	7,246,758	6,973,944	14,991,535	11,047,798
94 - Other Sources & Uses		0	(12,476)	0	(129,000)	(80,000)
Other Financing Sources		0	(12,476)	0	(129,000)	(80,000)
Expenditures		16,934,285	17,001,536	16,468,877	25,719,536	22,107,435
99 - Planned Use of Fund Balances		0	0	0	(401,000)	(1,001,000)
Planned Fund Balance Change		0	0	0	(401,000)	(1,001,000)
Planned Fund Balance Change		0	0	0	(401,000)	(1,001,000)
96 - Operating Transfers In		(1,052,939)	(1,057,534)	(210,958)	1,968,450	(1,930,451)
Operating Transfers In		(1,052,939)	(1,057,534)	(210,958)	1,968,450	(1,930,451)
98 - Operating Transfers Out		319,858	2,368,586	396,075	431,550	430,451
Operating Transfers Out		319,858	2,368,586	396,075	431,550	430,451
Net Transfers		(733,082)	1,311,052	185,117	2,400,000	(1,500,000)
Planning & Development Total		(1,273,487)	473,386	(1,497,498)	407,222	426,315

Sources and Uses by Fund Type
Planning & Development Division

All Funds

<u>FUND NAME:</u>	FY17 SOURCES OF FUNDS			FY17 USES OF FUNDS		NET OPERATIONS	
	REVENUE	TRANSFERS IN	FUND BALANCE	EXPENSES	TRANSFERS OUT	NET TOTAL	% of Total
GENERAL FUND 010 - General Fund	(5,000)	-	-	366,954	64,361	426,315	2%
ENTERPRISE FUND 950 - Codes Enforcement	(9,468,250)	(1,500,000)	-	10,602,160	366,090	-	48%
GRANT FUNDS	(9,786,870)	(430,451)	(1,001,000)	11,218,322	-	-	50%
ALL FUNDS TOTAL	(19,260,120)	(1,930,451)	(1,001,000)	22,187,435	430,451	426,315	100%

FY17 Uses by Fund



The Planning and Development Division has two major revenue sources: State and Federal grant funds and fees generated from Construction Codes Enforcement services.

Net Expenditures By Department*

Planning & Development

All Funds

Fund	Dept	Dept Description	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 AMENDED	FY17 ADOPTED
GENERAL FUND							
010	2710	Housing	395,760	386,414	401,810	407,222	426,315
GENERAL FUND TOTAL			395,760	386,414	401,810	407,222	426,315
ENTERPRISE FUNDS							
950	2701	Director - Plan & Development	(439,381)	(999,576)	(2,745,493)	(2,028,145)	(2,019,397)
950	2702	Local Planning	537,754	584,734	631,971	689,325	669,980
950	2708	Codes Enforcement	(50,408)	202,436	(5,174)	1,166,840	1,253,266
950	2711	Regional Services	(44,490)	68,958	(9,618)	171,980	96,151
ENTERPRISE FUNDS TOTAL			3,475	(143,448)	(2,128,314)	-	-
GRANT FUNDS TOTAL			(1,672,721)	230,421	229,007	-	-
PLANNING & DEVELOPMENT TOTAL			(1,273,487)	473,386	(1,497,498)	407,222	426,315

**Includes all Sources and Uses of Funds*

**Prime Accounts
Planning & Development**

General Fund

Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
46 - Fines, Fees & Permits		(100)	(350)	(4,850)	(5,000)	(5,000)
Revenue		(100)	(350)	(4,850)	(5,000)	(5,000)
51 - Salaries-Regular Pay		210,612	210,418	216,975	220,711	225,127
52 - Salaries-Other Compensation		88	0	0	4,668	4,668
55 - Fringe Benefits		78,738	89,447	85,085	76,468	83,655
Salaries & Fringe Benefits		289,439	299,866	302,060	301,847	313,449
60 - Supplies & Materials		4,211	3,846	6,358	7,700	7,700
64 - Services & Other Expenses		1,697	1,748	1,389	3,725	2,725
67 - Rent, Utilities & Maintenance		1,852	0	0	0	0
68 - Interfund Services		29,336	29,894	32,704	34,589	40,511
Operating & Maintenance		37,096	35,488	40,450	46,014	50,936
Expenditures		326,534	335,353	342,510	347,861	364,385
98 - Operating Transfers Out		69,326	51,410	64,150	64,361	64,361
Operating Transfers Out		69,326	51,410	64,150	64,361	64,361
Net Transfers		69,326	51,410	64,150	64,361	64,361
Planning & Development Total		395,760	386,414	401,810	407,222	423,746

Prime Accounts Planning & Development

Enterprise Fund

Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
44 - Intergovernmental Revenues-Federal &		(656,477)	(782,717)	(1,399,844)	(1,500,000)	(1,500,000)
45 - Charges for Services		(11,460)	(8,498)	(14,310)	(11,450)	(18,450)
46 - Fines, Fees & Permits		(8,361,916)	(7,990,201)	(8,333,789)	(7,915,000)	(7,945,000)
47 - Other Revenue		(84)	(2,739)	(56,387)	0	0
48 - Investment Income		(5,201)	(5,299)	(5,076)	0	(4,800)
Revenue		(9,035,138)	(8,789,454)	(9,809,406)	(9,426,450)	(9,468,250)
51 - Salaries-Regular Pay		5,835,902	5,688,524	5,956,004	6,333,516	6,460,198
52 - Salaries-Other Compensation		18,664	19,137	17,314	137,226	77,226
55 - Fringe Benefits		2,394,686	2,258,061	1,690,772	2,369,690	2,507,908
56 - Vacancy Savings		0	0	0	(44,763)	(44,763)
Salaries & Fringe Benefits		8,249,253	7,965,722	7,664,090	8,795,668	9,000,569
60 - Supplies & Materials		113,332	104,847	95,610	325,300	179,219
64 - Services & Other Expenses		60,197	57,371	70,446	113,775	238,061
66 - Professional & Contracted Services		124,655	127,552	147,691	148,800	143,700
67 - Rent, Utilities & Maintenance		79,783	71,890	55,057	114,250	66,350
68 - Interfund Services		903,422	747,411	602,859	936,468	974,261
70 - Capital Asset Acquisitions		195,400	174,466	208,650	125,000	0
79 - Depreciation Expense		(55,466)	(31,466)	(95,392)	0	0
Operating & Maintenance		1,421,322	1,252,071	1,084,921	1,763,593	1,601,591
94 - Other Sources & Uses		0	(12,476)	0	0	0
Other Financing Sources		0	(12,476)	0	0	0
Expenditures		9,670,575	9,205,317	8,749,011	10,559,261	10,602,160
96 - Operating Transfers In		(785,955)	(782,717)	(1,399,844)	(1,500,000)	(1,500,000)
Operating Transfers In		(785,955)	(782,717)	(1,399,844)	(1,500,000)	(1,500,000)
98 - Operating Transfers Out		153,992	223,406	331,925	367,189	366,090
Operating Transfers Out		153,992	223,406	331,925	367,189	366,090
Net Transfers		(631,963)	(559,311)	(1,067,918)	(1,132,811)	(1,133,910)
Planning & Development Total		3,475	(143,448)	(2,128,314)	0	0

Prime Accounts Planning & Development

Grant Funds

Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
43 - Intergovernmental Revenues-State of		(1,495,089)	(2,551,660)	(2,129,396)	(3,659,885)	(3,146,930)
44 - Intergovernmental Revenues-Federal &		(4,602,757)	(6,120,061)	(5,806,393)	(13,370,605)	(6,089,463)
46 - Fines, Fees & Permits		(121,478)	(119,503)	(121,120)	(464,374)	(280,477)
47 - Other Revenue		(2,119,926)	(158,356)	(181,298)	(340,000)	(145,000)
48 - Investment Income		(100,202)	(99,818)	(99,028)	(45,000)	(45,000)
Revenue		(8,439,452)	(9,049,398)	(8,337,235)	(17,879,864)	(9,706,870)
51 - Salaries-Regular Pay		1,023,949	1,058,851	1,094,814	1,296,508	1,322,438
52 - Salaries-Other Compensation		830	0	0	10,944	10,944
55 - Fringe Benefits		381,042	442,816	433,969	452,034	492,236
Salaries & Fringe Benefits		1,405,821	1,501,667	1,528,783	1,759,486	1,825,619
60 - Supplies & Materials		29,438	38,854	29,397	92,086	76,514
64 - Services & Other Expenses		3,078,948	2,175,566	2,499,086	4,347,505	2,785,036
66 - Professional & Contracted Services		2,298,054	3,563,554	2,932,276	8,330,389	5,830,023
67 - Rent, Utilities & Maintenance		38,952	6,971	5,955	7,740	7,740
68 - Interfund Services		72,209	174,253	381,860	257,208	323,389
70 - Capital Asset Acquisitions		13,754	0	0	147,000	370,000
Operating & Maintenance		5,531,355	5,959,199	5,848,573	13,181,928	9,392,702
94 - Other Sources & Uses		0	0	0	(129,000)	(80,000)
Other Financing Sources		0	0	0	(129,000)	(80,000)
Expenditures		6,937,176	7,460,866	7,377,356	14,812,415	11,138,322
99 - Planned Use of Fund Balances		0	0	0	(401,000)	(1,001,000)
Planned Fund Balance Change		0	0	0	(401,000)	(1,001,000)
Planned Fund Balance Change		0	0	0	(401,000)	(1,001,000)
96 - Operating Transfers In		(266,984)	(274,817)	1,188,886	3,468,450	(430,451)
Operating Transfers In		(266,984)	(274,817)	1,188,886	3,468,450	(430,451)
98 - Operating Transfers Out		96,539	2,093,769	0	0	0
Operating Transfers Out		96,539	2,093,769	0	0	0
Net Transfers		(170,445)	1,818,953	1,188,886	3,468,450	(430,451)
Planning & Development Total		(1,672,721)	230,421	229,007	0	0

The Division of Planning & Development is largely funded through federal, state and local grants. Major initiatives include:

Local Planning

- The Tree Bank is a fund set up to receive monies from owners or developers who are unable to successfully plant and maintain trees on the site under development, with such monies to be used for planting and maintaining public trees under a planning process administered by the Office of Planning and Development (OPD). The funds are used to reasonably regulate and control the clearing of tree and wood vegetation and to encourage the planting of new trees.

Housing

- All grants are federal grants provided directly to Shelby County from the U.S. Department of Housing and Urban Development. Funds are used to provide decent, safe and sanitary housing, better neighborhoods (Neighborhood Stabilization grant), communities and lead-safe homes for low to moderate-income households. The Community Development Block Grant (CDBG) and Home funds are annual entitlement grants limited to the urban county serviced area. The Community Development Block Grant – Disaster Recovery funds are to be used to provide assistance in recovery from damage caused by the storms of April 2011. The Lead Hazard Control grant is a competitive grant limited to use in homes throughout Shelby County, with children under the age of 6, containing lead-based paint hazards.

Regional Services

- Grants are Federal Thru State funds for the Memphis Metropolitan Planning Areas. Tennessee Department of Transportation (TDOT) is the primary source of funding. The funds are used to fund transportation planning projects outlined in the Unified Planning Work Program (UPWP). The second source of funding is Federal Thru State from the Mississippi Department of Transportation (MDOT). These funds are used for transit planning activities and transportation planning projects outlined in the UPWP. The Federal Transit Administration (FTA) provides Metro Planning Program (MPP) funding for mass transportation services to the public. Funds are distributed to regions based on urbanized area population and an FTA administrative formula to address planning needs in larger, more complex urbanized areas.

Grant Program Detail for FY17

Planning & Development

<u>FUND</u>	<u>SECTION</u>	<u>GRANT PROGRAM</u>	<u>AMOUNT</u>
<u>Department: 2702 Local Planning</u>			
405	270203	Tree Bank	\$ 5,000
		Department Total	\$ 5,000
<u>Department: 2710 Housing</u>			
114	271003	Community Development Block Grant- HUD	\$ 2,192,923
322	271003	Community Development - Disaster Grant	1,802,301
357	271003	Neighborhood Stabilization	125,000
133	271006	Housing Rehabilitation and Assistance	100,000
144	271006	Home Entitlement - HUD	550,326
228	271006	Federal Lead Based Paint	458,913
297	271003	Resilience Grant	1,000,000
600	271008	Down Payment Assistance Program - Assistance Funds	700,000
601	271008	Down Payment Assistance Program - Admin & Operation	325,477
		Department Total	\$ 7,254,940
<u>Department: 2711 Regional Services</u>			
182	271111	MPO Household Survey (MDOT)	\$ 49,023
382	271111	Transportation Planning TDOT - FY12	1,241,230
387	271111	Transportation Planning MDOT	674,639
390	271111	Bike/Pedestrian Counting Equipment	20,000
822	271111	Metropolitan Planning FTA	457,038
423	271131	MDOT Section 8/Rideshare Planning	5,000
		Department Total	\$ 2,446,930
DIVISION TOTAL			\$ 9,706,870
Note: Grant Programs continuing into FY17 with use of prior year fund balance include -			
875	270605	Economic Development Fund - Industrial Development Board	\$ 1,000,000
405	270203	Tree Bank	1,000
			\$ 1,001,000

HUD = Housing and Urban Development
TDOT = Tennessee Department of Transportation
FTA = Federal Transportation Authority
MDOT = Mississippi State Department of Transportation